Team Eagle Meeting 6 Agenda

17th January 2021, 5:00pm

[Meeting link](https://teams.microsoft.com/l/meetup-join/19%3a332217dba8154f2ea93d72750d61bcb1%40thread.tacv2/1610708165905?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%22d1dfb35c-f1ea-469e-b482-53b51a4d9e5e%22%7d)

Chair: Sarah Carney

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| --- | --- | --- |
| **Item** | **Details** | **Time (minutes)** |
| Status of content  Are we complete?  What gaps do we have?  Who needs help? | **Confirmation of status of each section:**   |  |  |  | | --- | --- | --- | | **Section** | **Owner** | **Status** | | Team profile | Fatima/Nathan |  | | Tools | Nathan |  | | Industry data | Sarah B |  | | IT Work | Sarah C |  | | IT Technologies | Hannah  Sarah B  Fatima |  | | Project idea | Sarah C |  | | Style/continuity | Hannah |  | | 20 |
| Identify owners for outstanding items and discuss how we will contribute | |  |  |  | | --- | --- | --- | | **Section** | **Owner** | **Status** | | Feedback |  |  | | Group Reflection |  |  | | Presentation | Fatima? |  | | 10 |
| Outstanding and action items from last meeting | GitHub and committing our code   * Issues of conflicts * Last date for commits   Agree timeline for last week before submission   * 17th all writing complete * 18th all content reviewed and finalised * 19th all code complete and committed to branch * 20th all code merged into master | 20 |
| Any other business |  | 10 |
| Next meeting | Next chair - Hannah |  |